

THE WHITE HOUSE

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September 5, 1978

MEMORANDUM TO ALL AGENCY AND DEPARTMENT CL OFFICERS

FROM:

LES FRANCIS *L. F.*

SUBJECT:

Congressional Scheduling

Now that Congress has returned from its Labor Day recess, there will be about 4 or 5 weeks until adjournment. We need to collect from each of you a list of legislation that needs any time on either the House or Senate floor.

Prioritize your list so that when we meet with the Leadership about the schedule, we will be able to make judgments among the items of unfinished business.

You should include in your priority judgments an assessment of the effort the Committee or Subcommittee chairmen will be willing to put into helping move a particular bill.

Please deliver these reports with your weekly Legislative Report which is due by Noon on Friday, September 8.

Thank you.